



# Activity Review

## North Carolina State Board of Certified Public Accountant Examiners

1101 Oberlin Road, Suite 104, Post Office Box 12827, Raleigh, NC 27605-2827 (919) 733-4222 No. 6 2000

### Engagement Letters as a Risk-Management Tool

It is no secret that the accounting profession's clients are more litigious now than they were a few years ago. As the accounting profession takes on more roles in order to remain competitive, lawsuits now delve into a wider range of issues. Where once they were largely generated by tax and audit work, now they also derive from compilation and review, write-up, and management advisory services.

Many lawsuits involving CPAs are the result of a communication breakdown (or "expectation gap") between the CPA and the client. In many situations, the client's understanding of the scope of services to be performed and how the work product will be utilized may be quite different from the CPA's understanding of these issues.

Although engagement letters are not required legally, they are strongly encouraged. A properly drafted engagement letter can serve as a helpful risk-management tool by establishing a legal framework for a working relationship with a client. While the engagement letter itself may vary with the level of service or type of engagement to be provided, common provisions in most engagement letters include the following:

- Identification of client;
- Description of the engagement and its limitations;
- Timing of the work and staffing of the engagement;
- Client information and responsibilities;

- Designation of the party to work with the CPA;
- Identification of intended users of the CPA's work product;
- Fees and payments;
- Withdrawing from and/or terminating the engagement;
- Responding to discovery requests, subpoenas, and outside inquiries;
- Alternative dispute resolution as a means of resolving disputes;
- Where applicable, disclosures recommended or required by the AICPA; and
- Client signature.

#### Identification of Client

A properly drafted engagement letter should identify who will receive the CPA's services. The CPA may be working for an individual, a group, an entity, or a portion of an entity. For example, if the CPA's client is a corporation that has subsidiaries or other corporate affiliations, it may be necessary to identify the entities to be included in the engagement.

#### Description and Limitations of Work to Be Performed

The engagement letter should indicate what services are to be rendered. In general, the CPA should outline the procedures to be performed and any reports to be issued. In so doing, the engagement letter can help guard against the client developing unreasonable expectations about the nature and the scope of the services to be provided.

#### Timing of Work and Staffing of Engagement

This section of the engagement letter indicates when the engagement will begin and end. This section may vary by type of engagement. For example, an audit engagement may contain a provision indicating the date field-work will begin and end and the date of delivery of the audit report. A tax engagement may contain a provision indicating any known filing deadlines and the parties' understanding concerning the use of extensions should the information not be received by the CPA to timely prepare the return.

Some CPA firms may indicate who will be staffing the engagement. This provision may prove helpful, for example, where a client expects to work with certain employees of the CPA firm.

#### Letters

continued on page 6

[www.state.nc.us/cpabd](http://www.state.nc.us/cpabd)

#### Inside this issue...

Consent Orders .....	2, 4
Board Meetings .....	7
Certificates Issued .....	5
IRS Provides Ease for Third Party to Resolve Client Issues .....	5
Licensing Activity .....	7
Notice of Address Change .....	8
Notice to Re-exam Applicants ....	7
November Exam Applications ....	3
Q & A: 150-Hour Requirement...	7
When Is My Peer Review Due? ...	5

**Don't forget—license renewal deadline: June 30, 2000**

## Consent Order

**Kim Wadsworth Ridenhour, #13390**  
**Kim W. Ridenhour, CPA, P.A.**  
**Greensboro, NC 5/22/00**

THIS CAUSE, coming before the Board at its offices at 1101 Oberlin Road, Raleigh, Wake County, North Carolina, with a quorum present. Pursuant to NCGS 150B-41 and 150B-22, the Board and Respondent stipulate the following Findings:

1. Respondent Kim Wadsworth Ridenhour (Hereafter "Respondent") is the holder of North Carolina certificate number 13390 as a Certified Public Accountant.
2. Respondent Kim W. Ridenhour, CPA, P.A., (Hereafter "Respondent firm") is a duly registered certified public accounting firm in North Carolina.
3. Respondent firm's first and to date, only, peer review was obtained in May of 1996.
4. According to Board requirements, said peer review should have been completed by December 31, 1995. Therefore, the Board ordered, in June of 1996, that Respondent's certificate be placed on conditional status and that Respondent should pay a \$100.00 civil penalty.
5. However, Respondent failed to submit the 1996 peer review report, letter of comments, and letter of response to AICPA's Peer Review Program in accordance with their requirements.
6. Based on Respondent's failure to submit the appropriate documentation, a hearing panel of the AICPA Peer Review Board, in August of 1998, terminated Respondent firm from the AICPA Peer Review Program and terminated Respondent's membership in AICPA.
7. Despite failing to provide AICPA's Peer Review Board with required documentation, Respondent noted on Respondent firm's 1997 and 1998 firm renewals that Respondent firm was performing compilation and audit services and that Respondent firm was participating in an approved peer review program.

8. On Respondent firm's 1999 firm renewal, Respondent noted that Respondent firm was only performing compilation services but Respondent failed to indicate the type of peer review program that Respondent firm was participating in.

9. Despite at least three requests from Board staff, beginning in November of 1998, Respondent did not provide any information concerning Respondent firm's termination from AICPA's Peer Review Program until February of 1999.

10. In March, April, and again in May of 1999, Board staff requested copies of the 1996 peer review report, letter of comments, and letter of response for Respondent firm.

11. However, Respondent did not provide Board staff with a copy of Respondent firm's 1996 peer review report and letter of comments until June of 1999. In this response, Respondent informed Board staff that he had not yet completed the letter of response for Respondent firm's 1996 peer review but he expected to have that completed within two weeks.

12. To date, the Board has not received Respondent's letter of response for Respondent firm's 1996 peer review.

13. In February of 1999, the Board received information from the Arizona State Board of Accounting regarding deviations from generally accepted auditing standards and/or accounting principles in audited financial statements submitted to the Arizona Banking Department. Said statements were prepared by Respondent for the year ending December 5, 1997, and Respondent's report letter was dated February 21, 1998.

14. Respondent and Respondent firm failed to completely disclose the moral character data as required on the individual and firm renewals.

15. Respondents wish to resolve this matter by consent and agree that the Board staff and counsel may discuss this Order with the Board *ex parte*,

whether or not the Board accepts this Order as written.

*BASED UPON THE FOREGOING*, the Board makes the following Conclusions of Law:

1. Respondents are subject to the provisions of Chapter 93 of the North Carolina General Statutes (NCGS) and Title 21, Chapter 8 of the North Carolina Administrative Code (NCAC), including the Rules of Professional Ethics and Conduct promulgated and adopted therein by the Board.

2. Respondents' actions as set out above constitute violations of NCGS 93-12(8c) and 93-12(9)e and 21 NCAC 8J .0101(b)(1), 8J .0108(b), 8J .0108(c)(1), 8J .0111, 8M .0102, 8M .0103, 8M .0104, 8N .0201, 8N .0202(b)(3), 8N .0203(b)(1), 8N .0206, 8N .0209, 8N.0213, and 8N .0403.

*BASED ON THE FOREGOING* and in lieu of further proceedings under 21 NCAC Chapter 8C, the Board and Respondents agree to the following Order:

1. Respondent's certificate and Respondent firm's registration are suspended for one (1) year from the date this Order is approved by the Board and until the 1996 and 1999 peer reviews for Respondent firm have been accepted by the Board, whichever is later.

2. Respondent must return his suspended certificate and firm registration certificate to the Board with this signed Consent Order.

3. After one (1) year and the acceptance by the Board of Respondent firm's 1996 and 1999 peer review, Respondent may apply to return his certificate to active status by submission and approval of a reissuance application which includes:

- a. Application form (**which includes statements regarding use of title during suspension**),
- b. Payment of the application fee,
- c. 3 moral character affidavits (on forms provided by Board),
- d. 40 hours of CPE in the 12 months

preceding the application including an 8 hour accountancy law course pursuant to 21 NCAC 8F .0504.

e. Copies of all litigation, civil and criminal, which have not previously been provided to the Board.

4. Upon Respondent's return to active status, Respondent may reinstate Respondent firm's registration subject to the limitations contained in this Order.

5. Upon reinstatement, Respondent firm or Respondent's reinstated firm will obtain preissuance review of all audits, reviews, and compilations until Respondent firm or Respondent's reinstated firm receives an unqualified opinion for a peer review which includes an audit, review, and compilation. If said peer review does not include a review of each of the three (3) attest services listed herein, Respondent firm or Respondent's reinstated firm must continue to obtain preissuance review of each attest service not reviewed by the peer review until peer reviews have been obtained that review all three levels of attest service. The reviewer for the preissuance review shall be approved by the Board prior to performing said reviews.

6. For each of the next three (3) years, Respondent must obtain twenty (20) hours of CPE in addition to the forty (40) hour annual requirement. Said CPE must be in accounting principles and auditing standards.

7. Respondent shall pay a one thousand dollar (\$1,000.00) civil penalty to be remitted with this signed Order.

8. If Respondent and Respondent firm fail to complete the requirements as specified in this Consent Order, Respondent's certificate shall be suspended until such time as all requirements have been completed.

9. Respondents agree to cooperate at all times with the Board in the supervision and investigation of compliance with this settlement agreement and agree to make all files, records, or other documents available immediately upon the demand of the Board.

## Attention: November 2000 Uniform CPA Exam Applicants

If you are planning to sit for the November 2000 Uniform CPA Examination to be held in Raleigh and Winston-Salem November 1-2, 2000, please note the following application deadlines:

Initial Exam Applicants

July 31, 2000

Re-exam Applicants

August 31, 2000

Your **complete** application must be postmarked or received in the Board office by the appropriate deadline. Late applications will not be accepted.

The examination fee is \$175.00, regardless of the number of sections for which you are sitting. Checks should be made payable to " Board of CPA Examiners."

Your canceled check is proof that your application has been received – not that your application has been approved. You may also pay the examination fee by credit card (MasterCard or VISA).

Applications for the exam may be obtained by calling the Board's toll-free application line (1-800-211-7930) or by calling Judith Macomber or Phyllis Elliott at (919) 733-4224.

You may also request an application for the November 2000 exam by e-mail. E-mail requests should be sent to [jmacombe@bellsouth.net](mailto:jmacombe@bellsouth.net) or [pwelliot@bellsouth.net](mailto:pwelliot@bellsouth.net).

Applications for the November 2000 exam are now available.

## IRS Provides Ease for Third Party to Resolve Client Issues

In another effort to reduce the burden on America's taxpayers, the Internal Revenue Service (IRS) recently announced that through its new "checkbox initiative," paid preparers, with their clients' permission, will be allowed to work directly with the IRS to resolve tax return processing issues.

Beginning with the 2001 filing season, taxpayers can identify through a checkbox on all series of the Form 1040 returns (except Telefile), an individual paid preparer to serve as a designee to resolve processing-related matters.

In the past, practitioners such as attorneys, CPAs, enrolled agents and other paid preparers, needed a *Power of Attorney* in order to discuss return preparation, refund, and payment issues with IRS.

Under the checkbox initiative, the taxpayer's designee would have the ability to speak directly to IRS

customer service representatives over the phone and in person regarding math error notices and refund or payment information.

However, the checkbox initiative will eliminate the need for the *Power of Attorney* only for certain matters. The taxpayer's designee is limited to issues arising during the processing of that specific return. The taxpayer must still sign a *Power of Attorney* for examination matters, under-reported income, appeals, and collections notices.

Although the checkbox designation will initially be limited to paid preparers and individual tax returns, the IRS is looking into expanding the initiative to address the needs of businesses as well as individual taxpayers (specifically the elderly and non-English speaking) that depend on friends and family to prepare returns.



# Consent Orders

## Names Not Published 5/22/00

*THIS CAUSE*, coming before the Board at its offices at 1101 Oberlin Road, Raleigh, Wake County, North Carolina, with a quorum present. Pursuant to NCGS 150B-41 and 150B-22, the Board and Respondent stipulate the following Findings:

1. Respondent firm is a duly registered certified public accounting firm in North Carolina.
2. Respondent A is the holder of a North Carolina certificate as a Certified Public Accountant.
3. Respondent B is the holder of a North Carolina certificate as a Certified Public Accountant.
4. Respondents A and B prepared or caused to be prepared an audit report for a homeowners association for the year ending December 31, 1998. Respondents failed to comply with applicable Generally Accepted Auditing Standards (GAAS) by various acts and omissions, including but not limited to the following:
  - a. Respondents failed to issue a qualified report as required regarding the existence of a reserve fund.
  - b. Respondents failed to comply with GAAS in that they used incorrect terminology in the report.
  - c. Respondents failed to include required disclosures regarding the reserve fund.
  - d. Respondents failed to include a cash flow statement as required.
5. Respondents wish to resolve this matter by consent and agrees that the Board staff and counsel may discuss this Order with the Board *ex parte*, whether or not the Board accepts this Order as written.

*BASED UPON THE FOREGOING*, the Board makes the following Conclusions of Law:

1. Respondents are subject to the provisions of Chapter 93 of the North

Carolina General Statutes (NCGS) and Title 21, Chapter 8 of the North Carolina Administrative Code (NCAC), including the Rules of Professional Ethics and Conduct promulgated and adopted therein by the Board.

2. Respondents actions and omissions as set out above represent failures to comply with applicable generally accepted auditing standards and as such constitute violations of NCGS 93-12(9) e and 21 NCAC 8N .0212 and .0403.

*BASED ON THE FOREGOING* and in lieu of further proceedings under 21 NCAC Chapter 8C, the Board and Respondent agree to the following Order:

1. Respondents A and B shall receive unpublished reprimands.
2. Respondents A and B shall complete at least eight (8) hours of continuing professional education (CPE) in the area of common realty associations which can be included in the annual forty (40) hour CPE requirement.
3. Respondents A and B shall obtain pre-issuance review of all audits performed by Respondent firm on homeowners associations until one of these audits is included in a peer review for which Respondent firm receives an unqualified opinion. The reviewer for the preissuance review shall be approved by the Board prior to performing said reviews.
4. Respondents shall acquire the proper audit manuals and audit check lists for auditing homeowners associations.

---

**Kimberly S. Suber, #24381**  
**Morehead City, NC 5/22/00**

*THIS CAUSE*, coming before the Board at its offices at 1101 Oberlin Road, Raleigh, Wake County, North Carolina, with a quorum present. Pursuant to NCGS 150B-41 and 150B-22, the Board and Respondent stipulate the following Findings:

1. Respondent is the holder of North Carolina certificate number 24381 as a Certified Public Accountant having been certified in October of 1996.
2. Respondent, at all time relevant herein, was employed as County Finance Director for Carteret County.
3. Respondent plead "no contest" to and was convicted of five (5) misdemeanor counts of willfully failing to discharge her duties as county finance officer.
4. With but one exception, the date of offense for each misdemeanor charge was prior to Respondent's certification.
5. Respondent has made full monetary restitution.
6. Respondent wishes to resolve this matter by consent and agrees that the Board staff and counsel may discuss this Order with the Board *ex parte*, whether or not the Board accepts this Order as written.

*BASED UPON THE FOREGOING*, the Board makes the following Conclusions of Law:

1. Respondent is subject to the provisions of Chapter 93 of the North Carolina General Statutes (NCGS) and Title 21, Chapter 8 of the North Carolina Administrative Code (NCAC), including the Rules of Professional Ethics and Conduct promulgated and adopted therein by the Board.
2. Respondent's actions as set out above constitute violations of NCGS 93-12(9)(b) and 93-12(9)(e) and 21 NCAC 8N .0201, .0203, .0204, and .0301(a).

*BASED ON THE FOREGOING* and in lieu of further proceedings under 21 NCAC Chapter 8C, the Board and Respondent agree to the following Order:

1. Respondent's certificate is permanently revoked.
-

# When is My Quality or Peer Review Due?

The NC State Board of CPA Examiners' and the American Institute of Certified Public Accountants/North Carolina Association of Certified Public Accountants' (AICPA/NCACPA) requirements for quality or peer reviews do not always agree on when the review must be completed.

All CPA firms in the Board's State Quality Review (SQR) Program or the AICPA/NCACPA Peer Review Program must comply with the **Board's** due date deadline to comply with the Board's requirement.

If your CPA firm is an ongoing firm, (a CPA firm registered with the Board prior to June 30, 1992, or a CPA firm that has completed at least one quality or peer review), your CPA firm has until December 31 of its assigned due date year to complete its quality or peer review for Board compliance. Therefore, if your due date is any time in 2000, your CPA firm's review must be completed no later than December 31, 2000.

A new CPA firm is required to complete its initial program within exactly 24 months of the date of its

initial Board registration and does not have until December 31 to complete its review.

The due date for AICPA/NCACPA reviews refers to the date all review documents must be completed and submitted to the NCACPA. Documents submitted to the NCACPA must include the report and Letter of Comment/Letter of Response, if applicable.

The Board will accept one of the following to confirm the completion of a quality or peer review program:

- A statement signed by the review team captain;
- A statement signed by a member of the CPA firm being reviewed; or
- A letter of acceptance from an approved review program stating that the CPA firm has completed a review program.

Confirmation of your CPA firm's peer review completion must be filed with the Board with your CPA firm's annual CPA firm and SQR registration renewal forms. These forms

are mailed annually in November and must be returned to the Board by December 31.

Please note that NCACPA does not supply the Board with proof that your review has been completed. If your CPA firm has been granted an extension to complete its peer review by the AICPA/NCACPA, you must also apply for an extension from the Board. Obtaining an extension through the AICPA/NCACPA does not mean automatic approval of such a request by the Board.

For the specific rules regarding the Board's SQR program, please refer to 21 NCAC 8M, *State Quality Review Program*.

If you have additional questions about the Board's SQR Program, please contact Marie Moss by telephone at (919) 733-1423 or via e-mail ([mariemoss@bellsouth.net](mailto:mariemoss@bellsouth.net)). If you have questions about the NCACPA's Peer Review Program, please contact Mary C. Kelly, Peer Review Coordinator, by telephone at (919) 469-1040 or via e-mail ([mckelly@ncacpa.org](mailto:mckelly@ncacpa.org)).

## Certificates Issued

The following certificate applications were approved at the May 22, 2000, Board meeting:

Cynthia Dayton Anderson  
Richard Carl Anderson  
Frederick Coleman Ashworth  
Jolinda L. Ballenger  
John Patrick Barrack  
David M. Barrons  
James Franklin Baucom  
Sharon Yvonne Bolus  
Stephen Rudolph Buschel  
James Walker Carty, III  
John Joseph Davis  
Erika F. Erwin  
Roger Dale Ficklin  
Diane M. Frederick

Yan J. (Molly) Gao  
Dorinda Ingram Griffin  
Nancy Ann Hannafin  
Emily Dawn Harrison  
Stephanie D. Heath-Jones  
Christina Marie Hillis  
Brian Jeffery Jessup  
Michael Scott Kelly  
Pamela Elizabeth Keth  
Stephen Wood Martin  
Jennifer Anne Meeker  
Bradford B. Newton  
Matt Aaron Parson  
Barbara Paterek

Robert Jackson Petty  
Michelle Harrison Ports  
Daniel T. Reagan  
Beth Marie Rindfuss  
Della L. Sauls  
Paul Christopher Schmidt  
Randy Stuart Shoaf  
Darrylin B. Smith  
Jennifer Reel Smith  
Nancy Elizabeth Sutton  
Debra Kane Swiren  
Mary Jane Wensley-Price  
Scott Taylor Witham  
Jennifer Seal Young

### **Client Information and Responsibilities**

In most engagements, the client is required to collect certain information and provide certain records to the CPA. If this information is necessary for the CPA to complete the engagement, these client responsibilities, and any applicable deadlines for the completion of work by the client, should be described.

For example, a tax engagement would normally contain a provision indicating it is the client's responsibility to sign and file tax returns prepared by the CPA, along with an explanation of the consequences of the client's failure to sign and file such returns.

### **Designation of the Party to Work with the CPA**

Some engagement letters request the client to designate the party to work with the CPA. This provision can help the CPA avoid situations in which conflicting requests or instructions are received from more than one of the client's employees.

### **Identification of Intended Users of the CPA's Work Product**

In some jurisdictions, a CPA can limit or avoid liability to third parties by identifying in the engagement letter the intended users of the work product. In addition to identifying these users, this provision often contains language prohibiting the client from distributing the CPA's work product to any party other than these users. In deciding whether the engagement letter should contain this provision, competent legal counsel should be consulted. This is especially true for jurisdictions, such as New York and New Jersey, which have privity standards for establishing auditor negligence.

### **Fees and Payments**

An engagement letter can help avoid fee disputes before the work begins. This section details how and when the client will be billed. It may describe the amount of retainer (if any); how the fee will be computed; when payment will become due; the client's obligation to pay promptly; and the CPA's

rights should the client fail to give prompt payment. In some cases, the CPA may charge interest for late payments. In more extreme cases, it may be necessary for the CPA to suspend work or cancel the engagement for fees not paid.

### **Withdrawing From or Terminating the Engagement**

At times, it may be necessary for the CPA to withdraw from the engagement. The engagement letter should outline the conditions that might lead to the CPA's withdrawal and the procedures the CPA will follow in case of withdrawal. Examples of situations in which the CPA's withdrawal from the engagement may be required include issues of conflict of interest; management ethics or integrity; or the CPA's real or apparent lack of independence.

This section should also discuss policies and procedures related to the termination of the engagement including return of client files; preparation of the final bill; work paper retention; and date of termination of services.

### **Responding to Discovery Requests, Subpoenas, and Outside Inquiries**

Occasionally, a CPA may receive a discovery request, subpoena, or outside inquiry. While several states have established a CPA/client privilege with respect to communications, most states do not have such a privilege. Moreover, there is no federal CPA/client privilege. This section of the engagement letter can help avoid future misunderstandings between the client and the CPA regarding whether, and to what extent, the CPA may be required to respond to such requests.

### **Alternative Dispute Resolution**

Alternative dispute resolution (ADR) refers to methods of resolving disputes outside of the courtroom. One of these methods is known as arbitration. In arbitration, the opposing parties select one or more arbitrators who decide the outcome of the dispute. In most cases, the decision of the arbitrator cannot be appealed. Typically,

the pre-arbitration discovery process is limited, and third parties are not bound by the arbitrator's decision.

Another method of resolving disputes outside of a court of law is mediation. During mediation, a mediator attempts to find the "common ground" that exists between the opposing parties that may lead to a mutually agreed-upon settlement. In the event the mediation is not successful, the parties, if they so desire, may litigate their dispute.

Before inserting a provision in the engagement letter regarding alternative dispute resolution, a CPA should consult with legal counsel regarding the provision's enforceability. In addition, inserting a provision concerning alternative dispute resolution in an engagement letter may have insurance coverage implications. For example, while most insurers encourage the use of mediation, under many policies the use of an arbitration clause may limit or void the CPA's professional liability insurance coverage for any claims that are arbitrated.

### **Disclosures Recommended or Required by the AICPA**

The AICPA recommends the inclusion in an engagement letter of certain disclosures for certain types of engagements. These disclosures may be incorporated into, or have an effect upon, other provisions of the engagement letter.

### **Client Signature**

This section should request the client sign and return an executed copy of the engagement letter to the CPA. It should provide that if the client does not agree that the engagement letter accurately reflects the agreement of the parties to the engagement, the client will promptly notify the CPA. If the client does not return a signed engagement letter, the CPA may send a certified letter indicating that, unless otherwise notified, the CPA will assume the client agrees to the terms of the engagement letter. In any event, the most effective engagement letter is one signed by the client before the CPA begins the engagement.



# Q & A: 150-hour Education Requirement

Many accounting students, exam applicants, and successful candidates continue to have questions regarding how they will be affected by the 150-hour education requirement for licensure. Below are some recent questions received by the Board and the Board's responses to those questions.

• *I want to take the exam in November, but I don't meet the 150-hour requirement. Can I sit for the exam anyway?*

Yes. The 150-hour education requirement is for licensure only and pertains to applications for licensure received after December 31, 2000.

• *One of my professors told me that starting with the May 2001 exam, the Board is requiring applicants to have 30 hours in accounting. Is this correct?*

Yes. If you are an initial applicant or re-exam applicant who has not passed any part of the exam, you must have 30 hours in accounting before sitting for the May 2001 exam. If you have conditioned (passed at least two parts), you may continue to sit for the exam

under the requirement of 24 hours of accounting. However, if your conditioning expires, you must meet the 30 hour requirement.

• *I have passed two parts of the exam and hope to pass the other two parts in November 2000. Because I won't get my grades from the November exam until February 2001, will I need to comply with the 150-hour requirement to be licensed in North Carolina?*

Yes. The 150-hour education requirement for licensure applies to all applications for licensure that are received by the Board after December 31, 2000.

• *I've heard that if you have passed two parts of the exam but don't pass the other parts by November, you will lose credit for the parts you have passed and will have to start all over. Is this true?*

No. If you have conditioned (passed at least two parts of the exam), you may continue to sit for the exam until the time limit—six consecutive exams—has expired on your exam credits.

• *I will graduate with a Master's degree in Accounting, but will not be able to complete the work experience requirement before the December 31, 2000, deadline. Will I need to comply with the 150-hour requirement?*

Your Master's degree in Accounting will place you in compliance with the requirement.

## Need More Information?

Visit the Board's web site ([www.state.nc.us/cpabd](http://www.state.nc.us/cpabd)) and click on the link, "Information on the 150-hour Education Requirement," for additional information.

## Exam Questions?

The Board is expanding its web site coverage of the exam to include topics such as the layout of the exam sites, local restaurants, as well as questions and answers about what you can and cannot bring into the exam. If you have suggestions about additional topics or general exam questions, please send an e-mail to [lhearne@bellsouth.net](mailto:lhearne@bellsouth.net).

## Licensing Activity May 2000

### Reclassifications

Those who are completely retired and will not receive any earned compensation for current personal services in any job whatsoever:

Raymond Andrew Blevins #1427  
Joseph R. Finnerty #5286  
Henry L. Hicks #12762  
Wallace Philip Robinson #12105  
Peggy Dean Stoltz #8482  
Evan Lassiter Webb #14217

## Notice to Re-exam Applicants

Re-exam applications for the November 2000 Uniform CPA Examination will be included with all unsuccessful May 2000 exam candidates' grade reports.

If an applicant did not sit for the May 2000 exam or was a "no show," he or she must contact the Board to request an application for the November 2000 exam.

Applications for the exam may be obtained by calling the Board's toll-free application line (1-800-211-7930); calling the Examination section of the Board at (919) 733-4224; or e-mailing a request to either [jmacombe@bellsouth.net](mailto:jmacombe@bellsouth.net) or [pweliot@bellsouth.net](mailto:pweliot@bellsouth.net).

Applications for the November 2000 Uniform CPA Exam are now available.

## 2000 Board Meetings

July 17  
August 21  
September 11  
October 9  
November 20  
December 18

All North Carolina State Board of Certified Public Accountant Examiners' meetings are held at the Board's offices and are open to the public. However, under State law, some portions of the meetings are closed to the public. If you wish to address the Board regarding a specific issue, please contact Robert N. Brooks, the Board's Executive Director, at (919) 733-4222 or by e-mail ([rnbrooks@bellsouth.net](mailto:rnbrooks@bellsouth.net)) at least two weeks prior to the meeting date.

Visit our web site:  
[www.state.nc.us/cpabd](http://www.state.nc.us/cpabd)

## State Board of CPA Examiners

### Board Members

**R. Stanley Vaughan, CPA**  
*President, Charlotte*

**O. Charlie Chewning, Jr., CPA**  
*Vice President, Raleigh*

**Michael H. Wray**  
*Secretary-Treasurer, Gaston*

**Barton W. Baldwin, CPA**  
*Member, Mount Olive*

**Norwood G. Clark, Jr., CPA**  
*Member, Raleigh*

**Scott L. Cox, CPCU, CIC**  
*Member, Charlotte*

**Walter C. Davenport, CPA**  
*Member, Raleigh*

### Staff

**Executive Director**  
*Robert N. Brooks*

**Legal Counsel**  
*Noel L. Allen, Esq.*

**Administrative Services**  
*Felecia F. Ashe*  
*Lynn Wyatt*

**Communications**  
*Lisa R. Hearne, Manager*

**Examinations**  
*Judith Macomber, Manager*  
*Phyllis Elliott*

**Licensing**  
*Buck Winslow, Manager*  
*Marie Moss*  
*Alice G. Steckenrider*

**Professional Standards**  
*Ann J. Hinkle, Manager*

**Receptionist**  
*Karen Carlile*

North Carolina State Board of  
Certified Public Accountant Examiners  
Post Office Box 12827  
Raleigh NC 27605-2827

Bulk Rate  
US Postage  
PAID  
Greensboro, NC  
Permit No. 393

19,900 copies of this document were printed for this agency at a cost of \$2,822.47 or 14¢ per copy in June 2000.

## Address Change? Let Us Know!

Certificate Holder \_\_\_\_\_  
Last name Jr./III First Middle  
Certificate No. \_\_\_\_\_ Send Mail to \_\_\_\_ Home \_\_\_\_ Business  
New Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
CPA Firm/Business Name \_\_\_\_\_  
New Bus. Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone: Bus. ( ) \_\_\_\_\_ Home ( ) \_\_\_\_\_  
Bus. fax ( ) \_\_\_\_\_ E-mail address \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail to: NC State Board of  
CPA Examiners  
PO Box 12827  
Raleigh, NC 27605-2827

Fax to: (919) 733-4209  
Attn: Licensing  
or  
Examinations